



**DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000**

AUG 26 1999

MEMORANDUM FOR DISTRIBUTION

Subj.: BUSINESS CARDS

Ref: (a) ASN(FM&C) memo of 9 Mar 99
(b) OSD(A&M) memo of 15 Jul 99

The Department of the Navy (DON) policy for procuring business cards is provided in reference (a). The DON policy is amended by reference (b), which authorizes the purchase of business cards from The Lighthouse for the Blind, Inc., a Javits-Wagner-O'Day participating non-profit agency. The Lighthouse for the Blind, Inc. may be used to print business cards when it is determined that the cost is equivalent or less than producing the cards on a personal computer.

The authority to print business cards for those organizations or positions that require business cards in the performance of official duties may be delegated to subordinate management officials who are either general or Flag rank or civilian Senior Executive Service members. Cards obtained under this authority are to be used only for official business purposes.

My point of contact for this issue is Ms. Shari Ritter, FMB-56, who can be reached at (202) 685-6711, DSN 325-6711, or by e-mail at ritter.shari@fmo.navy.mil.

A handwritten signature in cursive script, reading "Gladys J. Commons", is positioned above the typed name.

GLADYS J.COMMONS
Principal Deputy
Assistant Secretary of the Navy
(Financial Management and Comptroller)

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JUL 15 1999

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
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DIRECTOR ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Printing of Business cards

Department of Defense (DoD) memorandum dated August 28, 1998, same subject as above, modified DoD policy to permit the printing of business cards, using existing software and agency-purchased card stock, for use in connection with official activities. That policy is now amended to authorize the purchase of business cards from The Lighthouse for the Blind, Inc., a Javits-Wagner-O'Day participating non-profit agency, when addressees determine that costs are equivalent or less to purchase cards rather than to produce them on a personal computer.

Addressees may authorize the printing of business cards by the Lighthouse for the Blind, Inc. for those organizations or positions under their cognizance that require business cards in the performance of their official functions. This authority may be delegated to subordinate management officials at general or flag rank and civilian members of the Senior Executive Service.

Employees should be reminded that cards obtained under this authority are to be used only for official business purposes.

D.O. Cooke
Director

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